

MISCELLANEOUS BUILDING PERMIT APPLICATION

(Not Requiring Planning Commission or Architectural Board of Review)

This permit application only applies to any alterations or repairs to existing buildings

- when floor area is not increased
- when no structural changes are made

LOCATION _____

PPN* _____ Estimated Cost \$ _____ Zoning District _____
*Permanent Parcel Number can be obtained through Lake County website <http://www.lake.viewauditor.com>

OWNER	CONTRACTOR**
Address _____	Registration No. _____
_____	Address _____
Phone _____	_____
_____	Phone _____
_____	Mobile _____

** Homeowners acting as contractors must fill out an acknowledgement statement.

PROJECT (check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Chimney Replacement |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Steps | <input type="checkbox"/> Porch Repair |
| <input type="checkbox"/> Waterproofing (elec. permit may be required) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Demolition – 48 hours before you dig, call 1-800-362-2764 - Ohio Utilities Protection Service (OUPS)
(office: Deliver Notification to City Engineer, Fire Chief, Police Chief) | |
| <input type="checkbox"/> Shed – less than 180 square feet. Site plan and specifications required. | |
| <input type="checkbox"/> Driveway – site plan required; include type (ie concrete, asphalt), width, length, and distance from side lot line. Work performed in city right-of-way requires a separate permit (ie apron). | |
| <input type="checkbox"/> Driveway Apron –Apron inspection performed by the service department. | |
| <input type="checkbox"/> Installation of Lawn Irrigation System | |

Additional Comments: _____

The minimum fee for any required permit shall be fifty dollars (\$50.00). Where no permit fee is prescribed by chapter 1331, the fee for a required permit shall be fifty dollars (\$50.00). In addition, the State of Ohio **OBBS mandates a 1% fee towards residential permits.**

INSPECTIONS REQUIRED

FEE: Contact the Building Department

ATTENTION: The Residential Code of Ohio for One, Two, and Three Family Dwelling in Chapter One Section 105.7.2, requires permit cards to be displayed and posted at the onset of work being conducted. The permit card must remain posted until the final inspection has been approved. This card will be posted so that it is visible from the street, and must be protected from the weather. If the card is not posted on the job site a "STOP WORK ORDER " will be issued and treated as work being started without a permit. The STOP WORK ORDER will be lifted once the PERMIT CARD IS POSTED, and a fine of fifty dollars (\$50.00) is paid.

APPLICANT (print name) _____

Signature _____

Date _____

PLEASE RETURN THIS COMPLETED FORM, REQUIRED DOCUMENTS AND PAYMENTS TO Willoughby Hills Building & Zoning Department 35405 Chardon Rd Willoughby Hills OH 44094

OFFICE USE: Amount Recv'd \$ _____ Cash/Check# _____ Receipt # _____ Permit # _____ Recv'd By _____ Date _____